

Tony Labandero

541 Hilldale Circle Apt. 16, Winder, GA 30680

(770)572-0063 tonylab3587@gmail.com

CAREER OBJECTIVE

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Retail/Customer Service where my experience can be utilized to improve customer satisfaction

Core Strengths

- Customer service-oriented
- Effective communicator
- Organizational Awareness
- Hardworking
- Punctual
- Leadership Skills
- Work as Team Player
- Integrity
- Strong determination to succeed

PROFESSIONAL EXPERIENCE

Barrette Outdoor Living, Pendergrass, GA

Packaging Supervisor

Feb 2013 – Present

- Supervises and coordinates activities of workers engaged in packaging products and materials for storage or shipment
- Observes packaging operations and inspects containers to verify conformance to specifications
- Maintain and ensure compliance to packaging schedule and assign specific tasks to all employees and monitor all packing equipment and supplies

Pick & Pack Department Associate

Oct 2012 – Feb 2013

- Received pick tickets from Warehouse manager and read order to determine product number, size, color, and amount of goods
- Obtained products from bins or shelves
- Inspected product for defects and repairs through suitable procedures
- Matched and reviewed purchase orders to packing lists to make sure all required items are included

eCharting Solutions, LLC., Monroe, GA

Scan Room Associate

May 2012 – Oct 2012

- Prepare active and archived patient charts from medical offices
- After prepping, the documents are scanned using a high-speed industrial scanner and then transferred to the ECS Explorer Medical Document Management System
- Documents are reviewed after scanning to ensure quality and visibility
- The records scanning solutions provide a means for medical practices to economically convert their existing paper records to digital format and thereby move toward a truly paperless environment

Reep Contracting, Atlanta, GA

Windows Installer

Jan 2011 – May 2012

- Contractor for Home Depot Home Services Atlanta, GA.
- Remove existing household windows from (Wood, metal, vinyl, etc.)
- Properly install new replacement vinyl windows
- Properly seal new windows with either a latex-based paintable caulking or a silicon-based caulking inside and outside the window
- Measure and mark cutting lines on materials, using a tape measure and pencil or permanent marker
- Shape or cut materials to specified measurements, using hand tools, sheet metal break, or power saw
- Work with or remove hazardous material
- Follow established safety rules and regulations and maintain a safe and clean environment

Pilot Travel Centers, LLC Store #066, Braselton, GA

Nov 2008 – Jan 2011

Shift Leader

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints
- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers
- Instruct staff on how to handle difficult and complicated sales
- Assign employees to specific duties
- Examine merchandise to ensure that it is correctly priced and displayed and that it functions as advertised
- Perform work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise
- Plan and coordinate advertising campaigns and sales promotions
- Receive and count stock items, and record data manually or using computer
- Pack and unpack items to be stocked on shelves in stockrooms
- Take physical count of stock with handheld scanner daily to meet company compliance
- Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors
- Compare merchandise invoices to items actually received to ensure that shipments are correct

Store Cashier

Dec 2007 – Nov 2008

- Greet customers entering establishments
- Maintain clean and orderly checkout areas
- Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases
- Issue receipts, refunds, credits, or change due to customers
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Answer customers' questions, and provide information on procedures or policies
- Cash checks for customers
- Sort, count, and wrap currency and coins
- Process merchandise returns and exchanges
- Request information or assistance using paging systems
- Stock shelves, and mark prices on shelves and items
- Brew coffee, clean fountain area
- Restock cooler and freezer every shift
- Stock shelves, racks, cases, bins, and tables

QuikTrip Convenience Stores, Atlanta Division, GA
Store Clerk

Mar 2006 – Dec 2007

- Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases
- Provide fast and friendly customer service at all times
- Stock shelves, racks, cases, bins, and tables with new merchandise
- Receive, open, unpack and issue sales floor merchandise
- Clean display cases, shelves, and aisles
- Brew coffee, clean and stock fountain area
- Sweep the parking lot and sidewalks
- Wipe down gas pumps
- Restock cooler and freezer every shift
- Sweep and mop floor every hour
- Detail clean restroom every hour
- Attend store team meeting and 1-on-1 meetings
- Participated in the QuikTrip Extra Relief program. The program required daily travel and for me to provide assistance to any of the numerous locations in the Metro Atlanta area when needed

EDUCATION

Faith Academy, Buford, GA

Graduated July 2006

Completed coursework towards General Studies

- High School Diploma